Responses to Written Questions for RFQ 2017-2
Training and Technical Assistance Services for Quality Improvement System

1. Clarify: that if applying for multiple content areas only ONE response template is necessary for all areas not a separate response template for each core area that would mean 1 original + copies.

   If applying for multiple content areas in the same Core area, only one response template is necessary - submit 1 original and copies. If applying for multiple content areas across Core areas, a response template should be completed for EACH Core area associated with the content areas being applied for.

2. If we apply for one content area (and are accepted) that means we can get asked to bid in the future on projects related to that content area only, correct?

   Yes. You will be prequalified to provide contract services in the approved content area only.

3. Can an applicant choose not to submit for a Focus area that they showed intent for on the LOI?

   Yes. The Letter of Intent is not binding and are used by First 5 SF staff to anticipate the number of proposal reviewers needed.

4. Can the LOI be submitted electronically?

   The Letters of Intent are to be mailed or hand delivered to the following address:

   Lisa Lee
   First 5 San Francisco
   1390 Market Street, Ste. 318
   San Francisco, CA 94102

5. Do we submit only staffing qualification tables or do we also submit narratives to #1 and #2 on Attachment A, page 11.

   Submit both narratives and staffing qualification tables. For Question #2 on page 11, you may note, "Refer to Staff and Trainer Qualification". For this question, you may identify other individuals or describe others who may be a resource in any content area and who are qualified but not mentioned in the staff qualification table. If specific staff cannot be identified or staff other than those named for a QRIS project, Question #2 asks how would they be selected over other staff to be assigned to the QRIS project.

6. Must the two project descriptions be submitted for each of $30,000 not to exceed and $125,000 not to exceed?

If possible, YES. Both descriptions are needed and are used to demonstrate how an entity has been effective at delivering smaller projects and at delivering more complex , larger efforts.

7. Is there a closing date for questions? Can they be submitted via email?

   Today, March 8th at 5 pm is the closing date for questions. Questions can be submitted via email.

8. Can billing rate be submitted as a dollar range?

   Yes. If you have a range, you should report it.

9. Do you expect interviews, reference checks and work samples to happen during the initial RFQ process, or after pre-qualification?

   They could occur during the initial RFQ process and after prequalification.

10. Can the "prior project description" include projects that involved the trainer but not the applying organization?

    The applicant is the organization. You can report projects that involved the trainer but not the applying organization in the Staff and Trainer Certification & Experience table under "Relevant Experience". You can note prior projects of the applying organization in Section B. Minimum Qualifications. Experience table.

11. Is it necessary to submit separate forms (pages 1-5) of Attachment A for each core area? That is does the "package" you referenced start on page 1?

    A complete package is required for each Core Area.

12. What is the difference between principals and project managers and Trainers/TA Specialists? We have people who could serve both roles simultaneously.

    Titles are used differently in different organizations. Respond in a way that is applicable to your organization. Note dual roles of staff if applicable.

13. How can we guarantee qualified staff remain available if we do not know if we will have a contract (even if our organization is deemed qualified)?

    You may not be able to guarantee that staff may be available. First 5 San Francisco will contractually obligate the Respondent to assure that the key individuals listed and *identified in the Response will be performing the work and will not be substituted with other personnel without the City's prior approval or request.*

14. Prior Project Description – do they need to be First 5 projects? What if projects don't fit in the budget categories?

    Prior project descriptions do not need to be First 5 projects. Project descriptions should demonstrate the capacity o the agency to conduct related work which is smaller/focused as well as larger/complex. Applicants will not be penalized for not having projects under $30,000.

15. Inclusion/UDL is under Core I – Child Development and School Readiness. However, many of Core II and III Areas/activities, for example – Professional Learning Community or Instructional Support have relevance to Inclusion UDL.

    The activities listed on pages 5-6 in Core Content Areas are examples only. Actual projects may include activities not listed. When applying for any content area, describe your depth and relevant experience that can apply to your work in the Qualifications section.

16. Throughout the application, there are references to partners. Can you clarify. Page 9: Organization Chart – Relationships with any Subcontractors. Attachment A Page 2 Respondent's Entity Partner names. Page 13 – What does city involvement mean? Does it mean broader collaborations with entities in the city?

    On Page 9: Subcontractors refers to "paid entities that you subcontract with to perform services."
    On Attachment, Page 2: If the respondent is composed of key partners, enter it here. You may enter "not applicable" if it is not relevant to your organization.
    On Attachment, Page 13: Describe your assumptions for effectively working with collaborative partners, including the City department(s).